

Report For week Ending 2 July 1957
From
Records Center

During this week the following accessions were made:

COMMO	2 Cu. Ft.
COMPT	5 " "
MEDICAL	1 " "
OCR	13 " "
OL	5 " "
ORR	1 " "
OSI	2 " "
PERSONNEL	1 " "
Sub-Total:	<hr/> 30 Cu. Ft.
Finished Intelligence	99 " "
Total:	<hr/> 129 Cu. Ft.

Map Negatives	655 Cu. Ft.
Records Holdings	22,648 " "
Distribution Material Holdings	10,431 " "
Total:	<hr/> 33,734 Cu. Ft.

Distribution Material Disposed of at Center	63 Cu. Ft.
Distribution Material Transferred from Center	3 " "
Records Disposed of at Center	0 " "
Records Transferred from Center	6 " "
	<hr/> 72 Cu. Ft.

Accessioning

Routine

Reference

Routine

Disposal

There has been an accumulation of 180 cubic feet of disposable material since the last shipment to the D. C. Incenerator.

General

Five sections of shelving have been erected in the main isle of Area "C". It is anticipated that the erection of this shelving will be completed by Mid-July.

25X1

25X1

Deputy Chief, Records Center

The following figures indicate the space utilization by operating component within the Center:

<u>Operating Component</u>	<u>AVAILABLE</u>	<u>UTILIZED</u>	<u>TOTAL</u>
Supplemental Distribution	2009	9901 6689	11,910
DD/P	2041		8,730
DD/S	427	7433	7,860
DD/S (Compt. Grilled Area)	109	371	480
DD/I	259	6551	6,810
DD/I (Grilled Area)	1549	2231	3,780
DCI	37	23	60
Map Negative	<u>605</u>	<u>985</u>	<u>1,590</u>
TOTAL:	7036	34184	41,220